

Items for Discussion for DDS and DCI Meeting, 14 May 1964
in Room 7D-34, Headquarters

I. Introduce New Records Officers -

- - *Cable Secretary*

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Budget, Program Analysis and Manpower

II. Purpose of Meeting

1. Suggested by

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2. Small group - more opportunity for discussion.

3. Exchange ideas of mutual interest.

III. Announcements

✓1. IRAC - 15 May - "Paper - Forest to File - Bureau of Standards Official

✓2. Agency Records Officers - 10 June, 1E-78, at 10:AM, "Office Equipment - Not Gadgets, William Reilly, GSA.

✓3. Filing Equipment Current Prices - *Distribute*.

✓4. New book - "Records Management --A Modern Tool for Business, by STAT
Mary Claire Griffin - Allyn and Bacon, Boston 1964. LIBRARY
will procure two (2) copies.

✓5. *FORM 2218- EQUIPMENT INVENTORY* -
IV. AREA Conference

1. Government Leadership

2. Industry Status

3. Records Management Journal

4. Objective - Professional Records Manager.

V. Federal Records Officers Conference

1. Objective - Audit
2. Congressional and GAO Impetus
3. Regulations and Guides
4. Self Appraisal

VI. Training

✓1. Records Management Workshop, 8-19 June

✓2. AMA Records Management Seminar

✓3. Forms Management Workshop

✓4. Source Data Automation Workshop; 14-18 Sept.
12-26 October
16-20 November

VII. Visit to Records Center

VIII. ✓ Reporting to Top Management

1. Program Status
2. Benefits from Program
3. Problems.

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